



Name: _____ ☐ New User
 Title: _____
 SSN: _____ ☐ Delete User
 Location: _____ ☐ Change Access
 Phone: _____ ☐ Renew Access

Name of Contracting Co. _____
 Contract#: _____ (if applicable)
 Task#: _____ (if applicable)
 Period of service: From: _____ To: _____ (if applicable)
 Short Description of task: _____ (if applicable)

____ Building Pass (*Attach GSA/NCR form 48*)
 ____ System / Application Access (*Name of System/Application, describe type of access required*)

 _____ (Use additional paper when necessary)

The following forms have been completed and are on file with the department COTR

____ Declaration of Federal Employment (*form #306*)

____ Notice of Criminal Liability under the Privacy Act

1. Applicant: _____ Date _____
Print Name Signature

2. Applicant Supervisor: _____ Date _____
Print Name Signature

3. COTR/Security Officer
and/or ED Project Manager: _____ Date _____
Print Name Signature

Approval _____ Date: _____

Print Name _____ *Signature* _____

Current Security Status: ☐ Waived ☐ In Progress ☐ Level _____

Date Security Packet Forwarded: _____

SFA Security Procedures:

This form should be prepared by the requestor, signed by their supervisor, Department of Education Project Manager and the COTR and forwarded to Joel Clark.

Prerequisites that must be on file with the project COTR include:

- Form 306 (Declaration for Federal Employment)
 - The Privacy Act form
1. Joel Clark will determine if security requirements have been met. Joel will forward a list of approved names and access requests to Tina Hunter (for LAN access and PC connections) and Enterprise IT Services (Phil Wynn and David Elliott) for Virtual Data Center access.
For Anderson Consulting, Joel will also forward a copy of the approved form to Andersen Consulting point-of-contact - Linda Anguiano (202-260-5985).
 2. Tina Hunter will review the requests from Joel and request the Network access and PC from the Department of ED's CIO Organization. Tina will coordinate the communication of the Network IDs and passwords to the requestor.
 3. Phil and David will review the requests and provide instructions to Jim Rotchford (CSC at the VDC). Jim will coordinate at the VDC to create/grant the necessary access to the requested server(s). Jim will coordinate the communication of the appropriate IDs and passwords to the requestor.